

Memo

To: Fire Commission
From: Carol Sanborn
CC: Town of Dayton
Date: September 21, 2010
Re: Fire Commission Requests

The Selectmen from the Town of Lyman and Town of Dayton met last night and have comprised a list of items that they would like to have at your earliest convenience. The Boards feel that the meeting you requested for October 5th will not be necessary at this time, but we will set a date for a meeting later on.

1. The Bylaws
2. Something in writing about dissolving the Fire Department Corporation
3. Verification from the administrators of the Federal Grant that was received by the Goodwins Mills Fire Department verifying that the desolation of the Fire Department Corporation will not affect the grant and any responsibilities/liabilities of the desolation to the Town of Lyman and Town of Dayton.
4. **Current DETAILED** Financial Statements.
5. Fire Department Policies (procedures, manuals and regulations that they would like for the Fire Department employees).
6. Updated Job Descriptions for each level and requested pay rates
7. List of Licenses (all levels) that would have to be changed over.

The Selectmen from both Town's will be working on the revisions that they would like to the Interlocal Agreement and then will send it to both Town Attorneys for review.

As the above mentioned items are completed, please forward it to BOTH Towns as well as any requests or questions.